



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

January 07, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

36 January 7, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:  
DEPARTMENT OF ANIMAL CARE AND CONTROL  
ANTELOPE VALLEY COMMUNICATIONS CENTER PROJECT  
ESTABLISH CAPITAL PROJECT  
APPROVE BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 69706  
(FIFTH DISTRICT)  
(3 VOTES)**

**SUBJECT**

The recommended actions will establish the capital project, approve the proposed Antelope Valley Communications Center Project scope and budget, approve an appropriation adjustment, and authorize the Department of Public Works to deliver the Project for the Department of Animal Care and Control.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed Antelope Valley Communications Center Project is categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish the Antelope Valley Communications Center Project, Capital Project No. 69706, approve the total Project budget of \$1,065,600, and authorize the Director of Public Works, or her designee, to deliver the Project.

3. Approve an appropriation adjustment transferring \$1,066,000 from Provisional Financing Uses - Capital Projects and Various, to the Antelope Valley Communications Center Project, Capital Project No. 69706.
4. Authorize the Internal Services Department, as the County's Purchasing Agent, to proceed with the acquisition of material and installation services for a new modular building at an estimated cost of \$300,000 for the Antelope Valley Communications Center Project.
5. Authorize the Department of Public Works, or her designee, to complete the site improvements for the Antelope Valley Communications Center Project using a Board-approved Job Order Contract.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will establish a new communication center for the Department of Animal Care and Control (Animal Control) to dispatch critical information for prompt response and resolution of complaints in the Antelope Valley by authorizing the Department of Public Works (Public Works) to deliver the Antelope Valley Communications Center (Center) (formerly known as the Lancaster Call Center) Project (Project).

By locating the Center in the Antelope Valley, staff can use their unique knowledge of the area to promptly and effectively answer and dispatch calls for animal control services. The Center will reduce the call volume demand on the centralized communications center located in Downey, thereby reducing telephone waiting times and enhancing efficiency and customer service.

The proposed Project consists of the acquisition and installation of a new 1,440-square-foot prefabricated modular building, supported on elevated piers and construction of associated site improvements at the Lancaster Animal Care Center, located at 5210 West Avenue I in the unincorporated area near Lancaster. Site improvements include restriping of the existing parking lot, construction of an access walkway, and installation of security fencing and underground power, water, and sewer utility tie-ins for the modular building.

The acquisition and installation of the modular building is tentatively scheduled to be completed by June 2014, through a purchase order under the Internal Services Department's (ISD) purchasing program.

The site improvements will be completed concurrently with the modular building installation by Public Works using a Board-approved Job Order Contract.

### **Green Building/Sustainable Design Program**

The proposed Project is not subject to the Countywide Energy and Environmental Policy adopted by the Board on January 16, 2007, since it involves construction of a new building less than 10,000 gross square-feet in size. However, the proposed Project will support the Board's Policy for Green Building/Sustainable Design Program to the extent feasible by incorporating sustainable design features to optimize energy and water use efficiency, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) and Integrated Services Delivery (Goal 3) by investing in public infrastructure that will provide improved animal care and control services for County residents.

### **FISCAL IMPACT/FINANCING**

The total proposed Project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, telecommunications equipment, and County services, is currently estimated at \$1,065,600. The Board's approval of the appropriation adjustment (Attachment B) will transfer \$1,066,000 of one-time prior-year net County cost from Provisional Financing Uses - Capital Projects and Various, to the Antelope Valley Communications Center Project, Capital Project No. 69706, to fully fund the proposed Project. The Project Schedule and Budget Summary are included in Attachment A.

The proposed Project is fully funded by net County cost.

#### **Operating Budget Impact**

Following completion of the proposed Project, Animal Control will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operational costs, and will request funding as required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 16, 2001, the Board adopted a policy whereby departments are required to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisitions to the County purchasing agent.

The acquisition of the modular building falls under the statutory authority of the purchasing agent. However, because of the specialized nature of the installation and the need to meet certain building code requirements, the service component associated with the labor installation costs may exceed the authority of the purchasing agent. Therefore, the Board's approval is required for the purchasing agent to proceed with this aspect of the acquisition.

In accordance with the Board's Civic Arts Policy, adopted December 7, 2004, and revised on December 15, 2009, the proposed Project budget includes 1 percent of the design and construction costs to be allocated toward the Civic Arts Fund.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The proposed Project, to install a modular building with associated site improvements, including restriping of the parking lot, construction of an access walkway, and installation of security fencing and underground power, water, and sewer utility tie ins within the existing Lancaster Animal Care Center site, is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15303(c), (d), and (e) of the

CEQA Guidelines, and Class 3(a), (b), (d), and (k) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the proposed Project records.

Upon the Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

### **CONTRACTING PROCESS**

Public Works' in-house staff with support from as-needed consultants, will prepare the floor plan layout and performance specifications for the modular building procurement, and prepare a site plan to obtain jurisdictional approvals.

The purchase and installation of the modular building will be requisitioned through and accomplished in accordance with the County's purchasing policies and procedures established by ISD.

The site improvements will be completed by Public Works using a Board-approved JOC.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current services or projects. The existing Lancaster Animal Care Center will remain operational during construction of the proposed Project.

### **CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Animal Control; and Public Works, Project Management Division I.

The Honorable Board of Supervisors

1/7/2014

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:SHK:DJT

DKM:CF:rp

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Animal Care and Control  
Arts Commission  
Auditor-Controller  
Internal Services  
Public Works

January 7, 2014

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
DEPARTMENT OF ANIMAL CARE AND CONTROL  
ANTELOPE VALLEY COMMUNICATIONS CENTER PROJECT  
ESTABLISH CAPITAL PROJECT, APPROVE BUDGET,  
AND APPROVE APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 69706**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Construction Documents	11/21/13*
Jurisdictional Approvals	01/02/14
Issue Purchase Order (Modular Building)	01/30/14
Substantial Completion	06/30/14
Project Acceptance	07/31/14

\* Actual completion date.

## II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 0
Purchase Order (Modular Building)	300,000
Job Order Contract (Site Improvements)	50,000
Change Orders	70,000
Youth Employment	0
Construction Consultants	0
Misc. Expense (Furniture, Fixtures, and Equipment)	75,000
Telecommunication/Data/Radio Equipment (ISD)	400,000
Civic Arts	3,850
Subtotal	\$ 898,850
Programming/Development	\$ 0
Plans and Specifications	\$ 35,000
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	5,000
Material Testing	15,000
Cost Estimating	0
Topographic Surveys	5,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Subtotal	\$ 25,000
Miscellaneous Expenditures	\$ 4,750
Jurisdictional Review/Plan Check/Permit	\$ 10,000
County Services	
Code Compliance and Quality Control Inspection	\$ 20,000
Design Review	0
Design Services	0
Contract Administration	5,000
Project Management	50,000
Project Management Support Services	0
Consultant Contract Recovery	6,000
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	6,000
ISD Countywide Contract Compliance	5,000
County Counsel	0
Sheriff Job Order Contract Management	0
Subtotal	\$ 92,000
<b>TOTAL</b>	<b>\$1,065,600</b>

January 7, 2014

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS:  
DEPARTMENT OF ANIMAL CARE AND CONTROL  
ANTELOPE VALLEY COMMUNICATIONS CENTER PROJECT  
ESTABLISH CAPITAL PROJECT, APPROVE BUDGET,  
AND APPROVE APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 69706**

**APPROPRIATION ADJUSTMENT  
(See Attachment)**



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BA FORM 03/13

BOARD OF  
SUPERVISORS  
OFFICIAL COPY

COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.  
NO. 060

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

January 7, 2014

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2013-14

3 - VOTES

SOURCES

PFU-VARIOUS  
A01-CB-2000-13749-13760  
SERVICES & SUPPLIES  
DECREASE APPROPRIATION 800,000

PFU-CAPITAL PROJECTS  
A01-CB-2000-13749-13766  
SERVICES & SUPPLIES  
DECREASE APPROPRIATION 266,000

SOURCES TOTAL: \$ 1,066,000

USES

ANIMAL CARE AND CONTROL  
ACC - LANCASTER CALL CENTER  
A01-CP-6014-65023-69706  
CAPITAL ASSETS - B&I  
INCREASE APPROPRIATION 1,066,000

USES TOTAL: \$ 1,066,000

JUSTIFICATION


Reflects new appropriation from prior year net County cost to fund the new Lancaster Call Center.

ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES
  
 AUTHORIZED SIGNATURE [NAME]

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

# 36 JAN 07 2014

  
 SACHI A. HAMAI  
 EXECUTIVE OFFICER
REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY 

B.A. NO. 070

Dec 23 2013

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY 

12/24 20 13